

Submitted: Draft
Jurisdiction: Maryland
Agency: Department of Health and Mental Hygiene
Division/Unit:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 245
MSA ID: SE55-2357

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Pediatric Case File - Paper	1518	1 A-H	1979-1987	4 cu ft.	01/19/2012	Shred
2	Adult Immunizations - Paper	1518	2	1990-2000	4 cu ft.	01/19/2012	Shred
3	Adult Family Case Files - Paper	1518	6 A-J	1987-2000	4 cu ft.	01/19/2012	Shred
4	Orthopedic Clinic Case Records - Paper	1518	9 D-F	1980-1987	4 cu ft.	01/19/2012	Shred
5	Adult Unified Medical Records - Paper	1518	31	1988-1999	4 cu ft.	01/19/2012	Shred

Destruction Certification

Walter Zerrlaut

Signature

DHMH Records Officer

Title

2/14/2012

Date